Section 6.5   FUNCTIONS MENUS
Data Collection/Employee Data Collection
Equipment Entry Tab

Purpose	This section provides the procedures for **Timekeepers** and **Employees** to enter use of equipment data by using the **Equipment** tab. The Equipment tab allows the entry of time and/or mileage for equipment used while working for the State, including Vehicle and Travel Services (VTS) pool cars.
Tabs	Equipment
Reminders	**1.** The Equipment tab is accessed through the Functions, Data Collection or Employee Data Collection items on the menu bar. If this tab is inactive, equipment data may not be entered. **2.** The Equipment tab consists of two bottom tabs. The Usage Entry bottom tab is automatically activated when the Equipment tab is clicked. The Display bottom tab allows a user to view data after it has been entered and saved. **3.** Information may be copied from one employee or pay period to another by using the Copy From button. However, this must be done under the Selection Tab *(see Section 6.2)* <u>before</u> entry of time. Only the entire pay period may be copied; data for only specific days cannot be copied. **4.** Coding blocks may be copied from the Time Tab window to the Equipment window by using the Copy Time bottom button. The Copy Time Tab consists of a window that displays a list of Current Timesheet Coding Blocks for the selected employee and a window of Current Timesheet Hours Types-PP Totals. A user may highlight coding blocks and click OK. The coding block data will then be copied to the Equipment window. This function may be enabled or disabled under Options, TKU Options, TA Options Tab *(see Section 5.2)*. The Copy Time Tab is activated when the Equipment Tab is selected. If the tab does not activate, then the function has not been enabled for the selected TKU. *Continued*

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Equipment Usage Entry

Reminders *(Continued)*	**5.** Changes to Equipment data must be done before it is submitted. However, if the data has been submitted and a change is necessary, an employee may change their own data if it has **NOT** been approved yet and they have the proper security. Otherwise, the timekeeper must change it for them. Equipment data may be changed by clicking on the Modify button. An agency must grant security to the employee or timekeeper to make changes. If the Modify button is inactive, it cannot be used.
	6. Equipment numbers are valid only if they are included in the dropdown list for that field. Invalid coding block codes may be entered if that agency option has been selected.
	7. Once equipment usage data has been approved, data regarding Vehicle and Travel Services (VTS) equipment usage is transmitted to VTS and non-VTS equipment data is transmitted to the Financial Administration and Control System (FACS). This data is retained in DCDS for prior pay period timesheet adjustments. It is also available for inquiry and reporting purposes.
	8. For explanation of errors associated with the Equipment tab *see Section 2.3*.
References	*No Specific References*

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Equipment Tab (Usage Entry Bottom Tab)

The following window is displayed when the selection criteria information has been entered and the Equipment tab is selected. The steps are described on the following pages.

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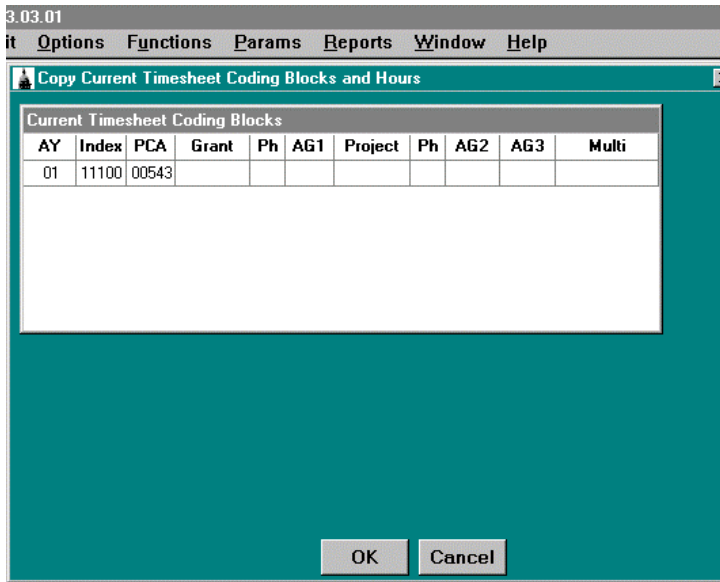
Section 6.5 - Equipment Entry Tab

DCDS Input Procedures - Equipment Tab

Follow the steps below to enter or update information on the Equipment Usage Entry window.

Step	Field Name	Action
1	Coding Block	Enter or select the coding block elements from the dropdown list to be reported for the equipment used. **Note:** The coding block elements that are displayed on the window will vary for each agency. The Std field will be checked when the window is first displayed. This indicates that the standard coding block will be charged. If time is being charged to a coding block other than the standard, the Std field will automatically be unchecked when the AY field is entered. The employee's standard coding block may be viewed by selecting the Emp Info tab then clicking on the Std Distribution bottom tab.
2	Std	Displays a '✔' if the standard coding block is used. **Note:** The coding block fields will be blank if time is reported to the standard coding block.
3	Start Date*	Enter the beginning date for which usage is being entered.
4	End Date	Enter the end date for which usage is being entered. **Note:** This date automatically defaults to the pay period end date. The date range entered must be within the pay period start and end dates of the current pay period.
5	Equipment No*	Enter or select the equipment number from the dropdown list. The equipment number uniquely identifies a piece of equipment by FACS agency. The number entered must be valid for the date range entered (Start/End Date).
6	Hours/Miles*	Enter the number of hours or miles a particular piece of equipment was used. **Note:** Hours are required if the start and end meter reading is not entered.

*indicates a required field that must be entered

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DCDS Input Procedures - Equipment Tab

Step	Field Name	Action
7	Start Meter*	Enter the meter reading at the beginning of the period for which usage is being entered. **Note:** Start and End Meter fields are required if the hours are **NOT** entered.
8	End Meter*	Enter the meter reading at the end of the period for which usage is being entered.
9	Pers Miles	Enter the number of personal miles used if the mileage reported includes personal usage mileage.
10	Copy Time Button	To copy coding blocks from timesheet to Equipment, click on the Copy Time button. The following window is displayed: Select the coding block and click OK. The selected coding block will be copied to the Equipment window. Click on the Save button.
11	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information entered.

*indicates a required field that must be entered

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DCDS Input Procedures - Equipment Tab

Step	Field Name	Action
12	Submit Button	If information is complete, click on the Submit button located at the bottom of the window (or press Alt + M). To report or display additional time and attendance data, click on the appropriate tab(s).
13	Close Button	Click on the Close button to exit window.

*indicates a required field that must be entered

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Display Bottom Tab

The following window is displayed when the equipment information has been saved and the Display bottom tab is selected. The fields displayed are described on the following page.

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Section 6.5 - ***Equipment Entry Tab***

Display Bottom Tab

The following information is displayed:

Field Name	Description
Equip No	The equipment number reported on the equipment usage entry window.
Start Date	The beginning date for which usage was entered on the equipment usage entry window.
End Date	The ending date for which usage was entered on the equipment usage entry window.
Hours	The number of hours reported for each equipment number.
Start Meter	The start meter reading on the piece of equipment for which usage was entered on the equipment usage entry window.
End Meter	The end meter reading on the piece of equipment for which usage was entered on the equipment usage entry window.
Pers Miles	The number of personal miles used if the mileage reported includes personal usage mileage.
Coding Block	The coding block elements charged for each equipment number. **Note:** All coding block elements are displayed on the Inquiry windows for each agency. If the standard coding block is being used, a '✔' will display in the Std field and the coding block element fields will be blank.
Std	Displays a '✔' if the standard coding block is used. **Note:** The coding block fields will be blank if time is reported to the standard coding block.
Total Hours	The total of hours applicable to equipment usage.